

TAB D-5: PERSONNEL		
	ITEM	REFERENCE
1.	Is the unit properly designated and manned IAW CAPR 20-3? • Are changes properly submitted on a CAPF 27?	CAPR 20-3 CAPR 20-3 Para 3a
2.	Is an organization chart posted and current? Where is the unit Charter Certificate?	CAPR 20-1 Para 3b
3.	Are new membership applications processed properly? • Have all active senior members been screened?	CAPM 39-2 Para 2-4, 3-5, 3-7, 5-6 and 5-9 CAPM 39-2 Para 3-3
4.	Are all member duty assignments processed properly?	CAPR 35-1
5.	Is an Emergency Notification Data form (CAPF 60) completed by each member prior to attending any CAP activity away from his/her local community?	CAPR 35-2 Para 1
6.	Are personnel actions recorded and maintained properly in a CAP personnel file? a. Are inactive personnel records maintained IAW CAP directives? b. Are member transfers handled properly?	CAPM 39-2 Para 1-7 CAPM 39-2 Para 1-8 CAPM 39-2 Para 1-11
7.	Are member promotions processed IAW CAP regulations?	CAPR 35-5
8.	Are members wearing the CAP uniform properly?	CAPM 39-1
9.	Are Monthly Membership Listings (MML) and/or CAPWatch reviewed regularly? • Are corrections forwarded to NHQ promptly?	CAPM 39-2 Para 4-3b
10.	Is the CAP nondiscrimination policy adhered to?	CAPR 39-1